



Application for Release of Easement

Not to be used for Release of NAOS or Drainage Easements

Per City Code Title II, Sections 11-301 -- 11-307

PLEASE NOTE: This is an application only, and in no way guarantees the release of any easements.

Submittal Requirements:

1. Evidence of property ownership; must be current (within the past 90 days). This serves to verify that the party requesting the easement release is the party having interest in the easement. If ownership records are older than 90 days, provide update letter from the Title Company
2. If the easement is a Utility Easement, written authorization must be obtained from each of the affected utility companies (i.e. those that have a right to locate their facilities within the easement).

Utility Company	Contact	Phone	Fax
APS	Michael Bouche	602-371-7033	602-371-6586
SRP	Al Dickie	602-236-8170	602-236-8193
Qwest	Chris Lertique	602-630-0492	480-831-4946
City of Scottsdale	Doug Mann	480-312-5636	480-312-5615
Cox Communications	Bob Russell	623-322-7215	623-322-0524
Southwest Gas	Troy Hollinger	602-484-5276	602-484-5353

3. A legal description of the easement to be released on 8 ½" x 11" paper. A graphic of the easement to be released on 8 ½" x 11" paper. Documents must conform to Maricopa County Recorders office guidelines including ½" borders on all sides, 10-point font, no faxes or copies.
4. Written explanation of the reason(s) the easement is requesting to be released.
5. Copy of the original recorded easement document.
6. Non-refundable processing fee of \$825.00.
7. If a new dedication is needed, provide signed original copy of appropriate dedication document along with a legal description and graphic on 8 ½" by 11" of the easement proposed to be dedicated.
 - Additional information may be requested during the review process.
 - Review time will be 30 days from the time of receipt of a complete submittal.

**Other easements may need different or additional documentation.
For further information regarding release of easements please call (480) 312-7080.**

Date: _____ Project Number: _____ - RE - _____

Applicant: _____

Phone: _____ Fax: _____

Address: _____

To receive a recorded copy of your release of easement, please include a self-addressed envelope with your submission.

Planning & Development Services Department

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 • Phone: 480-312-7000 • Fax: 480-312-7800